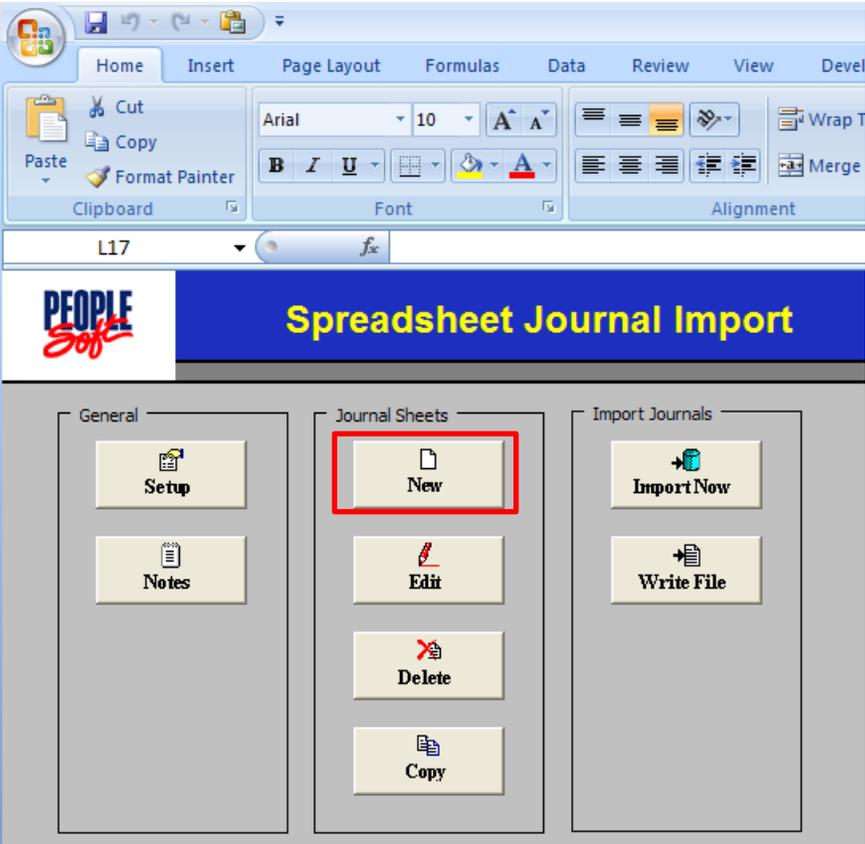
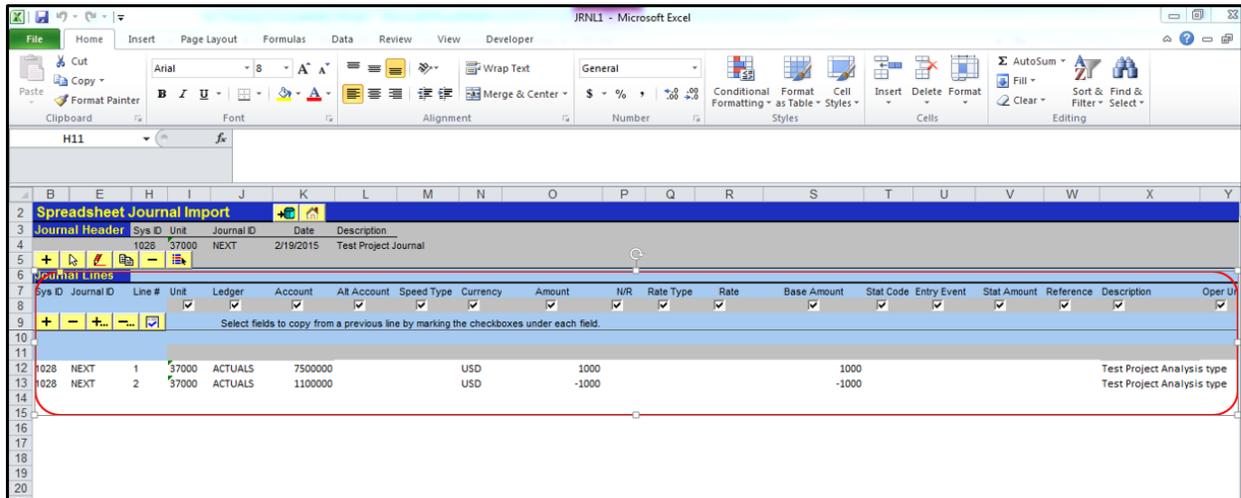




COVID-19 GL Interunit Journal Job Aid

Step	Action
1.	<p>Open the Spreadsheet Uploader file and selecting New from the Home tab.</p>  <p>The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, and Alignment. Below the ribbon, the 'Spreadsheet Journal Import' application is open, displaying three panels: 'General', 'Journal Sheets', and 'Import Journals'. The 'New' button in the 'Journal Sheets' panel is highlighted with a red box.</p>
2.	<p>Create Journal Header– As with online manual journal entry, users will input data within the appropriate fields within the spreadsheet template. Enter the following fields of note:</p> <ul style="list-style-type: none"> • Unit (Your agency) • Journal Date (6/30/2020) • Ledger Group (ACTUALS) • Description (Sending Agency PPXX-XX COVID-19 Employees to Receiving Agency)

3. Create Journal lines



Sending Agency side of entry entered as credit (contra-expenditure) to chartfield coding where expense incurred using the following chartfield coding:

- Refund of Personal Srvcs Costs (Salary) - 7097000
- Refund of Fringe Benefits Costs (Fringe) – 7297000
- Interchange Agreements (Supplies) – 7690000

Receiving Agency side of entry entered as a debit to default interunit (IU) appropriation chartfield coding:

DWD:

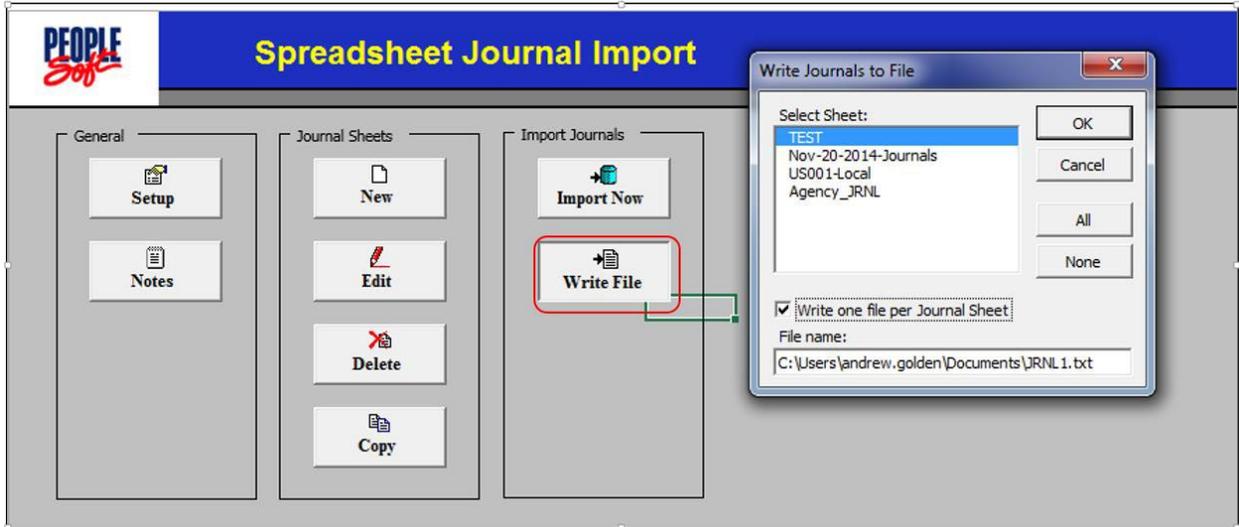
Unit	Account	Budget Ref	Fund	Appropriation	Dept ID	Proj Unit	Project	Activity	Analysis
44500	7880010	FY2020	10000	97100	4450010010	44500	44500CL00075_99	CL000	GLE

DHS:

Unit	Account	Budget Ref	Fund	Appropriation	Dept ID	Proj Unit	Project	Activity	Analysis	Res Type
43500	7880010	FY2020	10000	97100	4350000000	43500	43500INTERUNITB	INTERUNITBILLG	GLE	ADMIN

For agencies with default IU project coding, ensure that analysis type of “GLE” is entered.
 Enter Request for Assistance (WEB EOC) number in reference field formatted as “XXX-XXX”
 Enter pay period(s) in line description as part of description formatted as “PPXX-XX COVID-19 IC”

4. Once completed, select **Write File** option to save the Journal Sheet(s) to your hard drive.



5. Send text file and supporting documentation to Sending Agency's SCO contact with a copy to Receiving Agency Financial Manager. SCO will upload journal upon approval of Sending and Receiving Agencies.

6. SCO will submit and approve journal, attaching email and any supporting documentation.